

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COORDINATOR OF EMERGENCY MEDICAL SERVICES**

---

Jurisdictional Class: **Competitive**

Date Adopted: **1/23/95**

Date Revised:

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

---

**DISTINGUISHING FEATURES OF THE CLASS:** Administers and coordinates all of the emergency medical services programs within the county from both a central office and through field work. Position requires employee to provide training, administrative assistance and physical medical care to the local ambulance and rescue squads that provide emergency assistance. Occupant must be able to exercise substantial independent judgment and initiative in developing and maintaining the county EMS training and support system. Supervision will be exercised over training and patient care activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, organizes and administers various emergency medical training programs for ambulance, fire, police and civilian personnel;

Develops and maintains quality improvement programs in conjunction with local ambulance services and hospital staff;

Provides Advanced Emergency Patient Care in support of ambulance services;

Acts as liaison between the Board of Supervisors, hospitals, physicians and local ambulance services;

Instructs EMT training and continuing education courses as needed;

Evaluates instructor's performance and insures policies and guidelines are followed;

Attends meetings of local, regional and state EMS organizations on a regular basis;

Maintains county training equipment, supplies and plans for upgrades and replacement as needed;

Prepares yearly budget; Works closely with Emergency Management Office Director, Fire Coordinator, Sheriff and Public Health Director on all public health and safety matters;

Administers the county EMS radio system;

Serves as member of Local Emergency Planning Committee.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of literature, equipment and other materials needed in the instruction of the latest developments in EMS; thorough knowledge of rural EMS and the needs of volunteer EMS squads; working knowledge of fire suppression and hazardous materials control; ability to plan and develop EMS curriculum and lesson plans; ability to work with EMS workers of varied abilities and experience; ability to write clear and concise reports; thorough knowledge of the principles, practices and techniques of both basic and advanced emergency medical care, and dependability.

**MINIMUM QUALIFICATIONS:**

- (A) New York State certified Advanced EMT-Paramedic with two (2) years experience at that level, at least one (1) of which should be in a supervisory capacity; and New York State certification as an Emergency Medical Technician instructor/coordinator with at least two (2) years of EMS teaching;  
**OR**  
(B) An equivalent combination of training and experience as outlined by (A) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COORDINATOR OF EMERGENCY MEDICAL SERVICES**

---